

Justin S. Greene
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Camilla Bustamante
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Gregory S. Shaffer
County Manager

September 8, 2023

SANTA FE COUNTY
RFP No. 2024-0046-FD/BT
SOCIAL WORKER FOR MOBILE INTEGRATED HEALTH PROGRAM (MIH)
FOR SANTA FE COUNTY FIRE DEPARTMENT (SFCFD)

ADDENDUM NO. 1

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

Attachment A: Pre-Proposal Conference Agenda & Sign in Sheet

Question No. 1: Is the vendor required to be registered with the state/city in order to render services/business?

Answer No. 1: **Yes. In addition, the contract requires contractor to physically perform site visits in the community and services will be rendered in the State of New Mexico.**

Question No. 2: Is there a local preference for this bid?

Answer No. 2: **Please refer to pages 17 & 24 of the RFP.**

Question No. 3: a) Is this a new initiative?
b) If not, who are the current vendors?
c) What is their current pricing?

Answer No. 3:

- a) The MIH program was initiated in 2019**
- b) Shane Therapeutics**
- c) Initially it was grant funded, now it is not. The pricing for this contract was**
 - Year 1: \$175,000.00 for program startup**
 - Years 2 -4: \$136,976.00 per year**

Question No. 4: What are the historical annual spending volumes in the project?

Answer No. 4: **This is a program; not a project. The contractor is responsible for all spending within the services provided for the program.**

Question No. 5: What is the estimated budget for this project?

Answer No. 5: **This is not a project; it is a program. The estimated budget for the program is \$50,000.00 inclusive of NM GRT.**

Question No. 6: Will the Offeror be allowed to initiate Non-Profit and Governmental Grant submissions in collaboration with the SFCFD-Admin staff to support MIH?

Answer No. 6: **The Offeror won't be allowed to initiate any grants on behalf of the County. Only the awarded contractor may first discuss grants with the County. If the County choses to apply for grants the awarded contractor may assist the County with grant applications for future growth of the program.**

Question No. 7: Would the SFCFD-MIH program staff eventually be able to present to the Board of County Commissioners (BCC) at a future date on the state of the residents based on empirical data and 911 call follow ups and "suggest" what services are lacking and how MIH increased staffing could efficiently aid County residents.

Answer No. 7: **Yes, the County would like to take a presentation about MIH to the BCC at a future date. The information presented to the board will be determined at a later time.**

Question No. 8:

- a) What is the expected scope of this engagement?
- b) How many Social Workers does SFCFD anticipate leveraging for MIH?

Answer No. 8: **a) Reference scope of work on page 5.**

b) The County is seeking one licensed clinical social worker at this present time.

Question No. 9: Please describe the work environment that the social workers should expect (home settings, streets, institutions)?

Answer No. 9: The work environment can include but is not limited to rural environments within 2200 square miles of Santa Fe County. Home visits are accomplished within private homes of the client, institutional environments, detention centers, hospitals and skilled nursing facilities.

Question No. 10: Will the social workers always be accompanied by other professional team members?

Answer No. 10: Social Worker will be accompanied by County staff.

Question No. 11: Is transportation included in the assignment or do the social workers use their own vehicles and drive themselves to the area of need?

Answer No. 11: The County will provide transportation with the existing County staff.

Question No. 12: What documentation system is SFCFD using?

Answer No. 12: ImageTrend is the reporting system for SFCFD.

Question No. 13: Will Social Workers' documentation be stored on SFCFD's database or on Offeror's database?

Answer No. 13: At this time, ImageTrend is the only documentation platform being used for data and documentation.

Question No. 14: a) Does SFCFD have an incumbent supplier for this program?
b) If so, how satisfied is SFCFD with their incumbent?
c) What issues, if any, has SFCFD had with their incumbent?

**Answer No. 14: a) Please refer to question 3.b.
b) Satisfied
c) N/A**

Question No. 15: What prompted SFCFD to issue this RFP? Is this a new program or an existing contract going out to rebid?

Answer No. 15: Professional Services can only be procured every 4 years.

Question No. 16: Does SFCFD require a specific template or format be used for the Proposed Fee Schedule? There is no template or chart included in Appendix D – Proposed Fee Schedule.

**Answer No. 16: The Appendix D says to provide one firm, fixed, fully-loaded hourly rate.
Example: The fee for this service is \$20 per hour for a total of \$20,000.00 per year.**

Please add this Addendum No. 1 to the original proposal documents and refer to proposal documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect. Responders are reminded that any questions or need for clarification must be addressed to Bill Taylor, Procurement Manager at wtaylor@santafecountynm.gov and Maricela Martinez, at mcmartinez@santafecountynm.gov.

Attachment A



PRE PROPOSAL CONFERENCE

RFP# 2024-0046-FD/BT

SOCIAL WORKER FOR MOBILE INTEGRATED HEALTH PROGRAM (MIH) FOR THE SANTA FE COUNTY FIRE DEPARTMENT

September 5, 2023 @ 10:30AM

Contracting Agency: Santa Fe County

• Bill Taylor	Procurement Manager	Purchasing Division
• Maricela Martinez	ASD Director	Public Safety
• Jeffery Carroll	Deputy Fire Chief	Fire Department
• Bobby Montoya	Assistant Fire Chief of Operations	Fire Department
• Melissa Moya	Coop Specialist	Fire Department

Project Information

Santa Fe County Fire Department is requesting proposals from qualified vendors provide clinical oversight and social worker services.

Proposal Information

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample contract.
- Sequence of Events are listed on page 9.
- Proposal Organization - Proposal should be organized as outlined in the RFP on page 20.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP (pages 22-23) will be scored by a three to four-member evaluation committee.
- Preferences -

1) N.M. In-State Business Preference Certificate 5% of total weight of all evaluation factors added to score.

OR

2) N.M. Resident Veterans Preference Certificate, 10% total weight of all evaluation factors added to score. For more information on State Preference visit www.tax.newmexico.gov

AND

3) Santa Fe County Preference, 5% of total weight of all evaluation factors added to score. For more information on County Preference visit https://www.santafecountynm.gov/asd/purchasing_division

- Please submit all questions via email to Bill Taylor at wtaylor@santafecountynm.gov and/or Maricela Martinez at mcmartinez@santafecountynm.gov. The last day for questions will be **Thursday, September 7, 2023**. (Please do not contact any other County staff.)
- Addendum will be issued on **Monday, September 11, 2023**. (*Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.*)

Proposal Submittal – **Due Date: September 22, 2023**

- **Time: 2:00 PM**

- **Location: 102 Grant Avenue, 1st Floor, Santa Fe, New Mexico 87505 or via dropbox**

<https://www.dropbox.com/request/AKzjwhDVcnqIbhnvAw0p>



SANTA FE COUNTY

PRE-PROPOSAL CONFERENCE

RFP NO. 2024-0046-FD/BT SOCIAL WORKER FOR MOBILE INTEGRATED HEALTH
PROGRAM (MIH) FOR SANTA FE COUNTY FIRE DEPARTMENT

SEPTEMBER 5, 2023 @ 10:30AM

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Maricela Martinez	SFC Public Safety	505.986.2445	mcmartinez@santafecountynm.gov
Roby Martell	FIRE	[REDACTED]	[REDACTED]
Jeff J. Carroll	Fire	_____	_____
Melissa Moya	Fire	_____	_____
Michael Milligan	Shane Therapeutics	505.409.1957	Via webex Michael.Milligan25@yahoo.com
Andrew Milbourne	AMN Healthcare	Via webex	Andrew.Milbourne@AMNhealthcare.com
Bill Taylor	SFC Purchasing	505.986.6373	wtaylor@santafecountynm.gov